



## **Eat Up Facilitator and Driver**

Start date 24 Jan 2022

Training to be undertaken in Nov or Dec 2021

0.8 FTE

To apply please upload a cover letter outlining your interest in Eat Up and relevant experience and your resume by 18 Nov 2021.

### **Purpose of Position**

Eat Up is currently looking for a part time (0.8 FTE) session facilitator and delivery driver to join its dynamic, passionate and energetic team in order to help us maintain momentum and grow in NSW.

This role is responsible for the core part of Eat Up's program which is facilitating our energetic and impactful volunteer sandwich making sessions and delivering the made sandwiches and recess items to schools.

The ideal candidate will have experience presenting to groups and/or facilitating events and be comfortable spending time road making deliveries (van provided). The 4 working days vary between 2 days of facilitating sessions and remaining 2 days of delivering lunches to schools. This position is suited to someone who is self motivated, energetic and organised. This is an extremely satisfying role, directly enabling Eat Up to feed hungry kids in and around Sydney.

### **Key responsibilities**

#### **Volunteer session facilitation**

Facilitation of sandwich making sessions including preparation, set up, running the session, de-briefing and pack up. At a high level this involves:

- Engaging the group by sharing the Eat Up story and the broader issue of food insecurity among school children, including answering any questions about Eat Up's model and impact
- Briefing volunteers on sandwich making roles and steps, including safe food handling
- Ensuring the session runs smoothly and premises is left in the same condition as on arrival
- Wrap up the session with a de-brief and thank you and explanation of where the sandwiches will be delivered to (de-brief may include a brainstorm about any ideas they may have for fundraising or other)
- Capturing photo and video content during the session for social media and encouraging volunteers to follow us and share their own photos



### **Delivery components**

- Delivery of sandwiches and other items either directly from session or from cool-room to support schools according to pre-planned delivery schedule
- Capturing behind the scenes photo and video content for social media, as well as at support schools when appropriate; capturing feedback from school staff

### **Inventory, stock and data entry**

- Managing levels of stock for upcoming weeks and sessions
- Order and pick up supplies from supermarkets or wholesalers/warehouses and donors
- Data Entry for delivery runs

### **Ad hoc and project based work**

It is expected that you will assist with ad hoc work and input in to projects as directed by your Manager. These would typically be done in non-session and delivery times and during school holidays. These items range from admin tasks to more strategic tasks and would be based on the skill set of the person appointed into the role.

### **Key Selection Criteria:**

- Experience in facilitating events/sessions for groups of people
- Experience in driving a van including packing and unpacking and ensuring the right delivery is made to the right place; ability to lift and move heavy items including trays of sandwiches, boxes of items such as margarine and cheese
- Strong interpersonal skills; a commitment to food safety; passion for Eat Up's mission
- Ability to notice areas that can be improved and communicate to Manager
- A willingness to roll up your sleeves and help as required

### **Role Details**

- Salary \$52,000 pro-rated to 0.8FTE
- Annual leave is to be taken during Dec-Jan during school holidays
- Covid Compliant - Proof of vaccination/s
- A clean and untarnished driving record
- A working with children check or equivalent
- This role is a permanent position, following a three month probation period. If you are interested in a rewarding career that helps feed hungry students, then please apply!



## **About Eat Up**

Eat Up Australia is a not-for-profit organisation specialising in providing free school lunches to students who attend without food from home. To date, Eat Up has provided 1.5 million lunches to 621 schools in NSW, NT, Qld, Vic and WA.

1 in every 8 primary school children (age 5 to 11) go to school without food. Missing out on lunch has a big impact, with hunger leading to fatigue and poor concentration. This contributes to learning difficulties and behavioral problems in school, with disadvantaged children falling further behind their peers. Many of the children come from homes experiencing financial hardship, substance abuse, violence, homelessness or are refugees. Eat Up's mission is to provide lunch to these children to help them take advantage of learning opportunities, succeed in education and break the poverty cycle.